

Business in the Community Ireland: Regional Coordinator (Part Time) x 2 - Dublin & Donegal **(<https://www.activelink.ie/node/115012>)**



Business in the Community Ireland is excited to invite 2 Candidates to apply for two Regional Coordinator positions on BITCI's Education team, as follows:

- **Regional Coordinator, Dublin Region:** the successful candidate will coordinate existing partnerships between primary and post-primary schools and their partnering companies to deliver one of our education programmes. This is a **permanent -hybrid, part-time role 26-28 hours per week. Hybrid, in accordance with our hybrid policy. This role requires regular travel to Dublin schools who are engaged on our education programmes.**
- **Regional Coordinator, Donegal – Atlantic Region:** the successful candidate will coordinate existing partnerships between primary and post-primary schools and their partnering companies to deliver one of our education programmes. This is a **permanent -remote, part-time role 14 hours per week.** Based role requiring occasional travel to BITCI's Dublin office and regular travel to local schools who are engaged in our education programmes.

BITCI -Leaders in Sustainability and Social Inclusion. Our purpose is to inspire, challenge and facilitate businesses to bring about a sustainable, low carbon economy and an inclusive society where everyone thrives. We leverage our extensive network and depth of knowledge to guide businesses to embed all aspects of sustainability into their operations. Our programmes and partnerships are designed to bring about measurable improvements in environmental sustainability and social equity. www.bitc.ie (<http://www.bitc.ie>)

Job Summary

- *Salary €35-647 -€41,500 FTE – pro rata as per contract hours noted above.*
- *Driving license.*
- *Requires a **minimum of 3 years** working in a business or education environment.*
- *The ideal candidate would have knowledge of the Irish business landscape, experience of managing relationships with senior executives and a broad understanding of the education sector in Ireland.*
- *Some flexibility in spreading the hours across the week will be needed.*
- *Train the Trainer qualification/ experience of delivering training*
- *Competent user of MS Excel, Teams, SharePoint and CRM.*
- *Knowledge of the Irish education system, particularly the DEIS system would be an advantage*
- *Garda vetting will be required, and safeguarding training (which we provide) must be completed for this role.*

Please note that you must hold current eligibility to work in Ireland to be considered for the role

Benefits offered:

- Annual leave: starts with 23 days annual leave per year, rising to 26 days after 1 year, and up to 30 days on a sliding scale with tenure,
- Various generous/paid family friendly leave policies to promote work/life balance and positive mental health,
- PRSA: Option to join the Company's PRSA scheme with 5% employer contribution,
- Flexible/hybrid working practices,

- Work from Anywhere in the world for 10 days per year.
- Career growth – We want you to grow with us,
- Access to our Employee Assistance Programme including free unlimited virtual GP visits,
- Cycle to work scheme; including claiming back your millage!
- TaxSaver commuter scheme,
- Supports to set up home office and provision of all necessary IT infrastructure for remote working,
- Volunteer leave days – We encourage you to give back to the community,
- Did we mention great teammates?

How to Apply

To apply for this role please send your **CV and cover letter** via email to careers@bitc.ie (<mailto:careers@bitc.ie>) by **25th April 2025** and mark the Subject Line **Regional Coordinator-Donegal or Regional Coordinator -Dublin**. Interviews will be held shortly after the closing date. The interview for the position of Regional Coordinator-Dublin will take place at the BITCI office in Dublin. For the Regional Coordinator-Donegal position, the interview will be held in County Donegal, with the specific location to be confirmed. We look forward to receiving your application.

Business in the Community Ireland is committed to creating a diverse environment and is proud to be an inclusive employer. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or socio-economic status.

Note: Applicants who anticipate needing assistance for any part of the application process may contact, in confidence, infohr@bitc.ie (<mailto:infohr@bitc.ie>)

See full job description below for further detail

Region

Dublin 7 / Hybrid & Remote

Date Entered/Updated

10th Apr, 2025

Expiry Date

25th Apr, 2025

Attachment

[Job Description and Job Ad Regional Coordinator Donegal & Dublin April 2025.pdf](#)

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399.38
KB

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